

Somerset County Public Schools

Job Description

Job Title: School Counselor
Department: School – Student Services
Reports To: Principal
FLSA Status: Exempt
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I. Summary

The counselor's primary role is that of an advocate for the student. Utilizing leadership, advocacy and collaboration school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students. The goal of the position is to develop a coordinated and comprehensive guidance program that optimizes the student's academic, emotional, and social success.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Principal or Student Services Supervisor provided it does not violate the student/counselor relationship.

- Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
- Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- Incorporates into their programs the life skills that students need to be successful in the twenty-first century.
- Accurately and appropriately interprets and utilizes student data.
- Collaborates with parents/guardians and educators to assist students with educational, career, and life planning.
- Provides individual and group counseling to students with identified concerns and needs.
- Consults and collaborates effectively with parents, teachers, administrators, and other community resources regarding students with identified concerns and needs.
- Implements an effective referral and follow-up process as needed.
- Provides students with referral sources on careers, post high school programs and job placements.
- Coordinates and administers national, state and local assessments and surveys.

- Serves as a resource to the school administrator, teachers, the learning support team, and staff on conducting classroom observations and developing behavior modification plans for students.
- Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.
- Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
- Participates in professional development activities to improve knowledge and skills.
- Monitors student academic performance, behavior, and attendance and facilitates appropriate interventions.
- Attends school related functions and provides support to the total school operation.
- Provides classroom guidance on a variety of topics-improving interpersonal relationships, building self esteem, conflict resolution, making wise and healthy decisions, developing better study/organizational skills and career awareness.
- Serves as the school based homeless coordinator.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Provide case management services to youth and their families to increase academic, emotional and social success.
- Collects and analyzes data to guide program direction and emphasis.

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

Master's Degree in Guidance and Counseling. Previous teaching experience is preferred. Must successfully complete the counseling practicum and internship.

B. Certificates, Licenses, Registrations

Must have a valid driver's license.

C. Language Skills

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional textbooks and instructional aides. Ability to write reports, memorandums and letters, and procedure manuals as directed. Ability to effectively present information and respond to questions from groups of students, staff, parents, community agencies and the general public.

D. Mathematical Skills

Ability to apply concepts of basic math. Previous knowledge of the budget implementation process is preferred.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to resolve conflicts and work with administration, staff, students and parents. Must have ability to be non-judgmental and an active listener.

F. Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Project Management software; Spreadsheet software and Word Processing software. Pursues training and development opportunities to expand technology knowledge.

G. Other Skills and Abilities

Must have excellent interpersonal skills with the ability to work with persons of diverse backgrounds. Must have knowledge of the principles and practices of child and adolescent development. Ability to assist students in developing self awareness and understanding of others and in taking a realistic look at their abilities, interests, and life goals. .

H. Other Qualifications

Must be able to travel to all schools and attend out of town meetings as necessary. Must be able to work a variety of hours and schedules if necessary. Must be dependable. Ensures work responsibilities are covered when absent. Arrives to meetings and appointments on time. Must have a basic knowledge of career clusters and outlooks. Individual must understand test interpretation data and curriculum trends and research data. Applicant should understand counseling theories, career clusters and outlooks, individual and group counseling strategies and available school and community resources knowledge.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.